1. Go to Shopping Dashboard

ñ	Home	🧎 SPARTANMART					
7	Shop	Shop (Alt+P)		By Keyword 👻 Search	٩		
-	C Orders	Shopping	•	Go To		r Dashboard	Copy Admin Dasht
6		My Carts and Orders		Shopping Home			
~	<b>-</b>			Advanced Search			
Ä	Contracts	Admin		View Favorites			
	Accounts	Shopping Settings		View Forms		Go to: Favorite	s   Forms   Non-Cat
ш	Payable			Non-Catalog Item			

2. Click the suppliers link next to Browse.

ñ	Home	Dispartanmart		All 👻 Se	earch (Alt+Q) Q	0.00 USD
-	Shop	Dashboards • Shopping Dashboard				
	0	AP Home Page Contract Management Dashboard	Contract Requestor Dashboard	Copy Admin Dashboard	Shopping Dashbo	ard So
0	Orders	Shan				
ö	Contracts	Simple Advanced	Gelte: Equation   Earma   Non C	atalaa Itam   Quick (	Order Breweet Supplier	Catagorias
血	Accounts Payable	Search for products suppliers forms part number etc.		atalog item   Quick	order browse. oupprier	oncategories
퐈	Suppliers					

3. The suppliers are automatically sorted by **Best Match** but you can sort alphabetically.

👰 SPARTAN MART			All 👻	Search (Alt+Q)	۹	0.00 USD	Ē	♡ 🔎		
Shop + Shopping + Browse By + Suppliers										
Click to expand Search for Supplier Filter		۵?						b		
Showing 1 - 200 of 4000+ Results What does + mean?	0.1	. Recently a						-(00 -		
Results Per Page 200  Supplier Name	Sort by	Best Match	Vieman Owne	d Supplier N	lamo	In Pag	le[1 ▼	of 20		
Almosiat	Type	Freierence	woman Owne	d Supplier N	ame			Type		
4.11.12.111.12.11.12.11.12.11.12.11.12.11.12.11.12.11.12.11.12.11.12.11.12.111.12.11.12.11.12.11.12.11.12.11.12.11.12.111.11.		ACH	obrine.							
A Better View Glass And Mirror Inc	*	<b>*</b> ep	General Motor Rep	air & Service Inc				<b>*</b>		
AAC&U Membership Non-Catalog Suppliers	•	ACH	Gopher	Gopher				₽		
AACSB International		ACH	GP Supply Company	3						
Abatemaster Inc	<b>P</b>	🜟 ep	Graphic Finishing I	nc				<b>P</b>		
Abcam Inc	<b>i</b>	ACH	Graystone Group A	dvertising				3		
Abernethy Beck Inc	<b>P</b>	ACH	Green Ford LLC					3		

a. Notice the icons listed next to each supplier. If you hover over the icon, a pop-up will identify what each icon stands for.

Example: A Better View Glass & Mirror Inc is a **non-catalog supplier** that is **Woman Owned**.

You can use filters to find a supplier.

4. Click to expand Search for Supplier Filter.

$\oplus$ Click to expand Search for Supplier Filter		?		t	back to shop
Showing <b>1 - 20</b> of 122 results					
Results per page 20 💌	Sort b	y: Best Match	n 💌	Page 1 🔹 of 7 🕨	legend ?
Supplier Name	Туре	Preference	Supplier Name	Туре	Preference
Compare Dell & Lenovo Products	3	1	Piedmont Office Suppliers Inc	þ	HUE
Dell Marketing LP	<del>0</del> 🖻	HUB 1	Santa Cruz Biotechnology Inc	U P	
Spartan Swap	<b>P</b>	0	20 / 20 Technology Inc.	<b>P</b>	Risci
LINICE TTE Coffware			3TectDotoC1	ita-	esci

5. You can now search for a supplier by using the supplier name (enter the supplier's name in the **Supplier** textbox) or the supplier type (select whether the supplier is a Hosted Catalog, Punch-out or Non-Catalog Supplier from the **Supplier Type** dropdown).

IJ	Search For Supplier		Enter t for in t	the suppli the <b>Suppli</b>	er's name you are searching <b>er</b> textbox or		t	back to shop
12 11	Supplier Supplier Type	All All Hosted Catalog Suppliers Punch-out Suppliers				_		
	Showing <b>1 - 20</b> of 122 Results per page 20 💌	howing <b>1 - 20</b> of 122 r <sub>Non-Catalog Suppliers</sub>		select the type of supplier from the			ge 1 💌 of 7 🕨	legend ?
	Supplier Name		Supplier Type dropdown			e	Туре	Preference
	Compare Dell & Lenovo Pr	oducts	2		Piedmont Office Suppliers Inc		1	HUB
	Dell Marketing LP		<b>↔ </b>	HU8 1	Santa Cruz Biotechnology Inc		11 P	
	Spartan Swap		3	0	20 / 20 Technology Inc.		3	ASCI CAT
	UNCG ITS Software			1	2TestDataSJ		<b>P</b>	ASCI CAT

6. Once you found the supplier you are looking for, click the supplier's name.

Click to expand Search for Supplier Filter	?		back to shop.
Showing 1 - 1 of 1 results			
Results per page 20 💌	Sort by: Best Match	4	Page 1 of 1 💽 legend ?
Supplier Name	Type Preference	Supplier Name	Type Preference
A Better View Glass And Mirror Inc	P *		

The Supplier Info is displayed with the information for that specific supplier. If there are any contracts for the supplier, it will be listed under the **Contracts** tab.

🤳 Supplier 360 - Go	ogle Chror	ne						- C	) >	<
solutions.sciq	uest.com	n/apps/Router/Supplier	PopupSupplier360?Su	pNum=134	468006&tr	nstmp	=1706125012169		Θ	٤
A Better View Glas	ss And M	irror Inc Edit supplier's profile								1
Supplier 360 Supp	plier Cont	tracts								
		Supplier Details			9	5 7	Internal Notes C 2			
		<ul> <li>In Network</li> <li>Active</li> </ul>	A Better View Glas	A Better Vi	<b>or Inc</b> ew Glass And I	Mi	There are no Internal Notes to display.			
		Non-Catalog 😧	DBA	A Better Vi	ew Glass And I	Mi				
			Supplier No	950050834	1					
			3rd Party Ref No.	-						
			Date of Last Order	12/2/2021						1
			Diversity	-						
			Registration Status	None						
		Business Description There is no business desc	ription available for this supplie	r.						
		4				<b>F</b>				
1										
		Supplier Spend: Requisiti	on (YTD)		e	\$?	RSS Feed C ?			
		There is no Spend Data to	display.				No RSS feed is configured.			
		Products and Services			9	3 ?				-
	Allied Van	Lines Inc		3	ACH H	Holiday T	ours Inc	₽	ACH	
	American	3B Scientific		<b>P</b>	ACH H	Home De	pot Pro, The	<del>0-</del> 🎥	ACH	
	American	Association of Colleges of Nursi	ng	<b>P</b>	ACH	Home Pa	ramount Pest Control Companies Inc	<b>B</b>	ep	

We will begin to have Supplier Performance Snapshots listed here as Supplier Performance is analyzed.

